SECTION B: PURCHASING AND PAYMENTS

B.1. Furniture Requisitions:

Requisitions for furniture to be encumbered against funds for 2015-16 must be received by the Purchasing Department by 5:00 PM Friday, April 8, 2016, in order to ensure processing in this fiscal year.

B.2. Equipment Requisitions:

Requisitions for equipment to be encumbered against funds for 2015-16 must be received by the Purchasing Department by 5:00 PM Monday, May 2, 2016, in order to ensure processing in this fiscal year.

B.3. Professional Service Contracts (PSC):

Requisitions submitted with a PSC for inclusion in 2015-16 fiscal year activity must be received by the Purchasing Department by 5:00 PM Friday, June 3, 2016 in order to ensure processing in the 2015-16 fiscal year. Departments may contact Lauren Meinburg at meinbur2@msu.edu or Erin Lynch at lyncherc@msu.edu regarding requisitions submitted with a PSC after this deadline. These requests will be evaluated and addressed on a case by case basis.

B.4. Purchasing Card Transactions (P-Card):

Departments are responsible for processing P-Card transactions timely. Waiting until late June will result in auto-approvals which may require additional correcting entries by users if accounting string information was not accurate or was incomplete. All Card transaction documents still pending approvals as of Wednesday, June 29, 2016 that were created in the finance system on or before June 17, 2016 will auto-approve as follows:

a. Cardholder – will auto-approve on Tuesday, June 21, 2016
b. Fiscal Officers – will auto-approve on Wednesday, June 29, 2016

Card transaction documents created between June 18 – June 30, 2016 will continue to be loaded into the finance system. These charges will be recorded in fiscal year 2015-16 if all approvals are obtained by 5:00 PM Thursday, June 30, 2016. In the event all approvals are not obtained by this deadline, the transactions will be recorded in July of the new year (Fiscal Year 2016-17, Period 1).

B.5. Disbursement Vouchers:

Disbursement Vouchers must have all departmental approvals and be awaiting central Accounting approval by 5:00 PM Friday, June 24, 2016 for inclusion in fiscal year 2015-16. Payments to be charged to Contract and Grant accounts (“RC” sub-fund) must route to Contracts and Grants Administration Office (CGA) for approval. These disbursement vouchers must be awaiting CGA approval by 5:00 PM Thursday, June 23, 2016. As a reminder, Disbursement Vouchers cannot be completed without an approved vendor listed within the financial system.

Payments for travel will be based upon the actual period of travel. Expenditures should be charged to the fiscal year in which the travel predominately takes place.
B.6. Travel Advance Payments:

Distribution of Income and Expense documents related to payments of travel advances must have all departmental approvals and be awaiting central Accounting approval by 5:00 PM Friday, June 24, 2016 for inclusion in fiscal year 2015-16. Transactions involving Contract and Grant accounts (“RC” sub-fund) must route to Contracts and Grants Administration Office (CGA) for approval. These transactions must be awaiting CGA approval by 5:00 PM Thursday, June 23, 2016.

B.7. Non-Check Disbursements:

Non-Check Disbursements related to direct charges to MSU bank accounts incurred in June (Period 12) must have all departmental approvals and be awaiting central Accounting approval by 12:00 PM (noon) Thursday, June 30, 2016 for inclusion in fiscal year 2015-16.

B.8. University Stores Warehouse Orders (not including Open Orders):

All orders/requisitions to be charged against funds for 2015-16 must be received by Stores by 12:00 PM (noon) Thursday, June 30, 2016.

Spartan Marketplace: No additional or special processing action needed. All invoices processed by 5:00 PM June 30, 2015 will go into period 12.

The monthly Service Billing charges related to Cylinder Demurrage, Lease/Purchase, Mail Services, Stores Open Orders, Print Procurement and Shipping charges will run on the normal cycle and post on June 27, 2016.

A second Service Billing for Stores Open Orders, Print Procurement and Shipping will post on June 29, 2016 to charge departments for services rendered from June 25 to 12:00 PM (noon) on June 29, 2016.

A second Service Billing for Mail Services will post on June 29, 2016 to charge departments for services rendered from June 21, 2016 through June 27, 2016.

B.9. Invoice Payments/Accounts Payable:

Invoices to be paid against purchase orders issued in 2015-16 must be received by Accounts Payable, 166 Service Rd., Room 103 Angell Building, by 5:00 PM Thursday, June 30, 2016.

Invoices received by this date will be entered into the financial system by Accounts Payable through Wednesday, July 6, 2016. During this period, the financial system will automatically determine the fiscal year the payments will be allocated against based upon the invoice date. **Please note, all purchase order amendments need to be approved by Fiscal Officers prior to an invoice being entered.**